

DELAWARE DEPARTMENT OF JUSTICE

CASUAL/SEASONAL JOB OPENING

Opening Date: August 26, 2019

Closing Date: September 4, 2019

CASUAL/SEASONAL - Administrative Assistant
Misdemeanor Trial Unit (Court of Common Pleas)
Criminal Division, Sussex County

This is a Casual/Seasonal position (37.5 hours per week) without benefits. Work hours are 8:00 a.m. to 4:30 p.m. Salary will be commensurate with experience. *There is an immediate need to fill this position.*

This Administrative Assistant will provide clerical/administrative support to Deputy Attorneys General in the Misdemeanor Trial Unit, Criminal Division, in Sussex County for Driving Under the Influence ("DUI") cases and other traffic matters. The duties involve preparing and processing legal documents for the Deputy Attorneys General. The Misdemeanor Trial Unit is a high volume Unit in which DAGs decide what cases should be prosecuted, which should plead out, what specific plea offers should be on a case by case basis, which cases should be resolved prior to trial, and try the ones that are not otherwise resolved. This position is DUI and traffic offense specific, and requires contact with police agencies to obtain documents necessary to prepare for trial. In addition to general administrative support, duties are to include copying, data entry, setting up files, running criminal record checks, typing various information; requesting reports, collating information, and coordinating scheduling, answering discovery, managing calendars, filing documents and preparing subpoena lists. This position also requires monthly reporting on activities.

Minimum Qualifications:

Must be proficient in Microsoft Word. Must be detail oriented and well organized with the ability to pay attention to detail while working in a fast-paced environment. Must possess excellent spelling, grammar and proofreading skills; excellent written and verbal communication skills. Must be able to interact professionally with members of the public, including victims, defendants and defense attorneys. Must be able to answer telephones and take accurate messages.

Knowledge of DELJIS, LEISS and Enforcer is helpful but is not required. Training will be provided for those systems.

Internal Delaware Department of Justice Applicants: Please submit an updated Resume or summary of work experience to the Director of Human Resources.

External Applicants: In order to be considered for this position, external applicants must submit Resume and the Delaware Department of Justice Application (please see link):

<http://attorneygeneral.delaware.gov/executive/hr/job-application/>

OR external applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6th Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@delaware.gov OR Fax to: 302-577-5866. EOE.